

## Preliminary Research Request Application

Before completing this form, please refer to the Vermont Agency of Education's (AOE) [Protection of Confidential Information Policies](#) located on the [School Data & Reports](#). Please answer the following questions below so the AOE may review your research request. When finished, please email your completed form to: [AOE.InfoOfficer@state.vt.us](mailto:AOE.InfoOfficer@state.vt.us).

**NOTE:** This form should be used to make data research requests. If you are looking to make a *simple, non-research data request* please use the *Data Request Form* located at the bottom of the School Data & Reports webpage.

### A: Requestor Information

1. Date of Application
2. Requestor's Contact Information
  - a. Name
  - b. Organization
  - c. Title
  - d. Mailing Address
  - e. Email
  - f. Phone
3. Research partners (if applicable)
  - a. Names and titles
  - b. Brief biographical sketches (summary of qualifications) of partners
4. Research sponsor (if the requestor is a student or a contractor)
  - a. Name
  - b. Address

### B: Proposed Research

1. General Introduction
  - a. Research Title
  - b. State education or education agency priorities being addressed
  - c. Outline of key goals/objectives
2. Research abstract
  - a. Purpose
  - b. Research questions to be addressed/hypothesis to be tested
  - c. Methodology to be used
  - d. Specific datasets requested, selection criteria, and variables
3. Please provide an explanation of why the proposed research requires the use of non-public/student level/personally identifiable student information if applicable.
4. Please provide an explanation of the benefits of the proposed research to the State and the goals of the State system of public education.
5. Please state the expected contributions to education research theory and practice.

